

# Maintenance Program Management (MPM)

## County RMA Invoice Job Aid

This job aid will walk you through the steps necessary to upload and submit a monthly RMA invoice for a county. This job aid is directed at users that have the “County Invoice Editor/Approver” roles in the Production version of MPM.

There are three important sections to a monthly RMA invoice: Charge Summary, Equipment Usage and Daily Charging Detail.

- The Charge Summary rolls up charges in the month for each Project ID, Job ID and Activity Code. Charges are broken out for Labor, Fringe, Small Tools, Equipment, Materials and Administrative Support.
- The Equipment Usage summarizes charging for each Unit, Percent to Charge and Classification code. Charges are broken out by Rate, Hours, County Total and State Share Total.
- The Daily Charging Detail shows charges for each person or piece of equipment the date, hours, rate and total charge.

Each county can submit one (and only one) regular invoice and one (and only one) adjustment invoice per month. Invoices are created in one process and then can be managed in another process up to the point of submission for County approval. Once a county has approved an invoice, it is automatically available to DOT region staff for review and approval. One or more users with the Region Review role will review the invoice for accuracy and reasonableness and finalize the review for Region approval. Once the region approves the invoice, it is forwarded to DOT accounts payable staff for payment.

### Step 1: Sign on to the MPM application, Production:

<https://trust.dot.state.wi.us/mpm/>

Wisconsin Department of Transportation

State of Wisconsin  
Department of Transportation

**WAMS**  
WEB ACCESS  
MANAGEMENT SYSTEM

User ID:

Password:

Login

[Register for a Wisconsin User ID.](#)

[Edit your Profile.](#)

[Change your password.](#)

[Forgot your password.](#)

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.


[WAMS Home](#)

Please don't bookmark this page.

After entering your User ID and Password, click on the Login link.

You will land on the MPM Main Screen. This screen presents several links:

- Manage your profile – this option lets you view and edit your profile.
- To do list for your role – this option presents workflow items needing your attention.
- To do list for your group – this option presents workflow items needing group attention.
- Admin screen – this option presents links to view and manage the application.
- “Go” link to select the desired calendar year to work with.

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ACPT

[Home](#) | [Log Off](#)


Welcome Rachael Lohr

MPM Main screen

[Manage your profile](#)  
[To do list for your role \(9\)](#)  
[To do list for your group \(5205\) !](#)  
[Admin screen](#)

MPM Home page for Calendar Year:


MPM Message Board

-  **DMA testing kick off**  
MPM demo and testing kick-off on DMA screens is scheduled for 5/21/2019 at 1:00pm
- MPM demo and testing kick-off on RMA screens**  
MPM demo and testing kick-off on RMA screens is scheduled for 2/22/2019 at 10:00am
- MPM demo on RMA screens**  
MPM demo on RMA screens by BITS is scheduled for 2/6/2019 at 2:00pm
- Welcome to MPM**  
MPM is a web based application developed for Bureau of Highway Maintenance (BHM) with functionality including automation of manual processes, county access, dashboard reporting, calendar-based reminders, behind-the-scenes workflow, eSignature, online (24/7) document storage & retrieval ... [more](#)

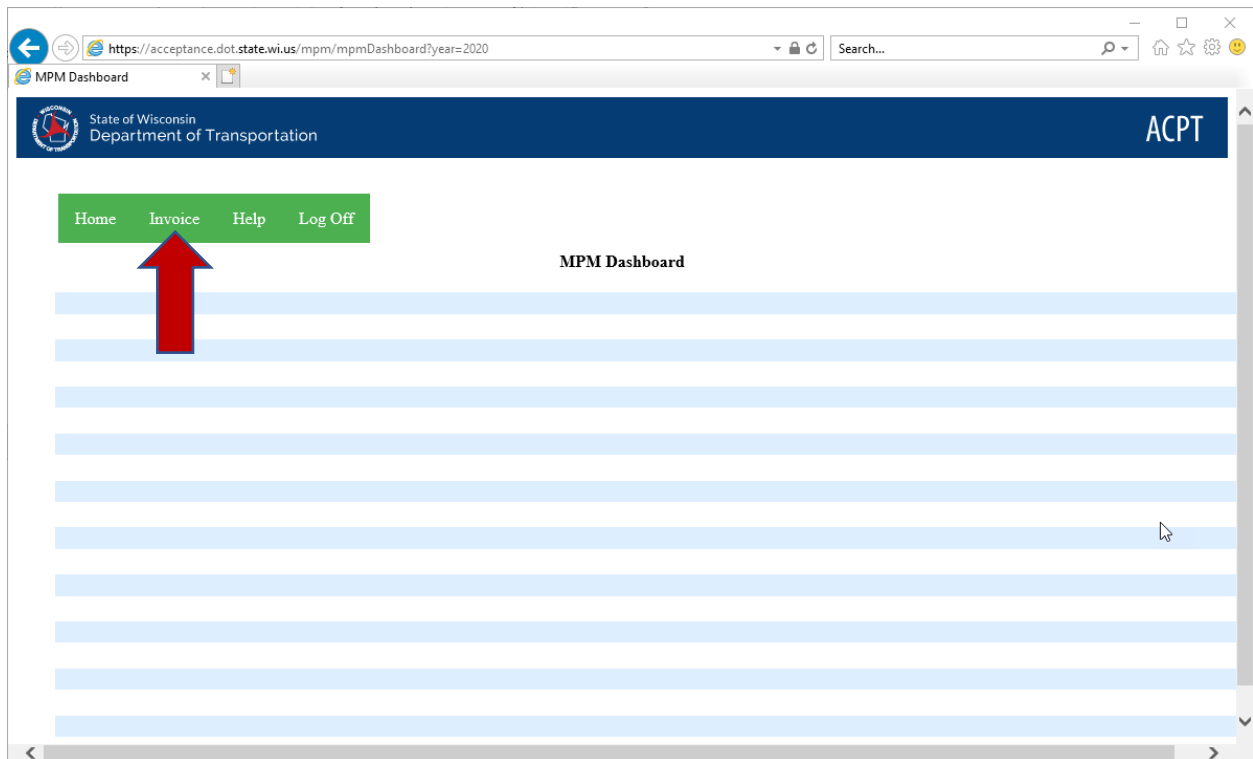
Note: If a user doesn't have any roles for Administrative functions, the link for the Admin screen will be displayed but it will take you to a page that just displays header information.

**Step 2: Select the desired calendar year and click on Go:**

MPM Home page for Calendar Year:

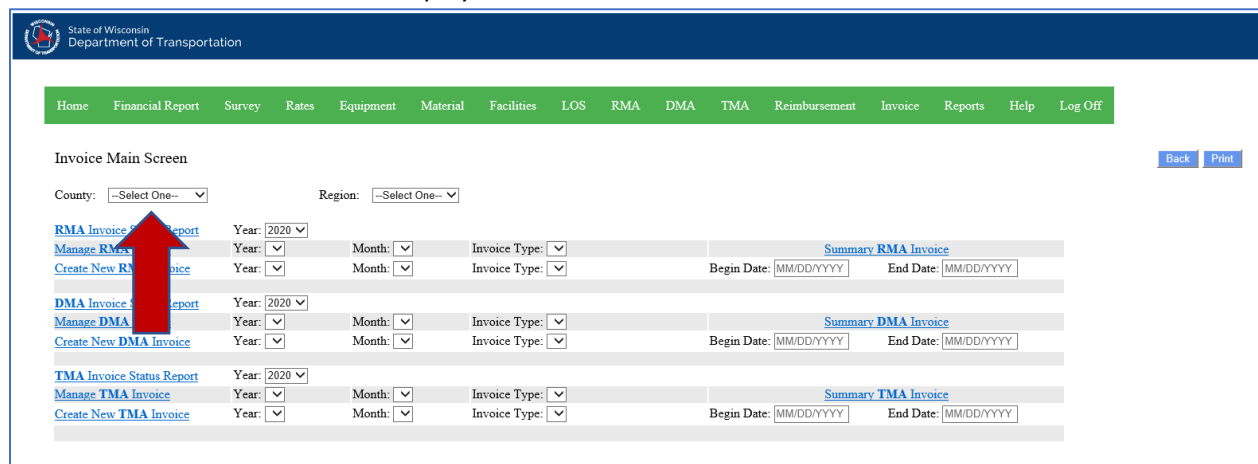


The MPM Dashboard will be displayed:



### Step 3: Click on the Invoice link above

The Invoice Main Screen will be displayed:



### Step 4: Select County

Once you select a County, the Region will be automatically selected based on the County.

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Department of Transportation

Home Financial Report Survey Rates Equipment Material Facilities LOS RMA DMA TMA Reimbursement Invoice Reports Help Log Off

Invoice Main Screen Back Print

County:  Region:

<a href="#">RMA Invoice Status Report</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary RMA Invoice</a>
<a href="#">Manage RMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary RMA Invoice</a>
<a href="#">Create New RMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="10"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	Begin Date: <input type="text" value="MM/DD/YYYY"/> End Date: <input type="text" value="MM/DD/YYYY"/>
<a href="#">DMA Invoice Status Report</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary DMA Invoice</a>
<a href="#">Manage DMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary DMA Invoice</a>
<a href="#">Create New DMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="10"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	Begin Date: <input type="text" value="MM/DD/YYYY"/> End Date: <input type="text" value="MM/DD/YYYY"/>
<a href="#">TMA Invoice Status Report</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary TMA Invoice</a>
<a href="#">Manage TMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary TMA Invoice</a>
<a href="#">Create New TMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="10"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	Begin Date: <input type="text" value="MM/DD/YYYY"/> End Date: <input type="text" value="MM/DD/YYYY"/>

**Step 5: To create an RMA invoice, select the Year, Month, Invoice Type, Begin Date, End Date and click on the Create New RMA Invoice link.**

State of Wisconsin  
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Home Financial Report Survey Rates Equipment Material Facilities LOS RMA DMA TMA Reimbursement Invoice Reports Help Log Off

Invoice Main Screen Back Print

County:  Region:

<a href="#">RMA Invoice Status Report</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary RMA Invoice</a>
<a href="#">Manage RMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary RMA Invoice</a>
<a href="#">Create New RMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="10"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	Begin Date: <input type="text" value="MM/DD/YYYY"/> End Date: <input type="text" value="MM/DD/YYYY"/>
<a href="#">DMA Invoice Status Report</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary DMA Invoice</a>
<a href="#">Manage DMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary DMA Invoice</a>
<a href="#">Create New DMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="10"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	Begin Date: <input type="text" value="MM/DD/YYYY"/> End Date: <input type="text" value="MM/DD/YYYY"/>
<a href="#">TMA Invoice Status Report</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary TMA Invoice</a>
<a href="#">Manage TMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="08"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	<a href="#">Summary TMA Invoice</a>
<a href="#">Create New TMA Invoice</a>	Year: <input type="text" value="2020"/>	Month: <input type="text" value="10"/>	Invoice Type: <input type="text" value="S - Regular Invoice"/>	Begin Date: <input type="text" value="MM/DD/YYYY"/> End Date: <input type="text" value="MM/DD/YYYY"/>

**The validations related to begin and end dates include:**

- Invoice begin date can't be later than the end of the month following the current date (e.g. current date is 8/21, invoice begin date can't be later than 9/30).
- Invoice begin date can't be later than the invoice end date (e.g. if end date is 7/31, the begin date can't be 8/1).
- Invoice end date can't be later than the end of the month following the current date (e.g. current date 8/21, end date can't be later than 9/30).

It is important to enter the correct begin and end dates for the billing period. Equipment rates are validated against what was valid in that billing period. E.g. If the billing period is January 1 to January 31 and unit ABC changed the classification code on January 15, the invoice will allow two entries for the unit in the equipment summary, one with the correct code/rate for the unit from January 1 to January 14 and another with the correct code/rate for the unit from January 15 to January 31. If the equipment unit is reclassified on February 1, the code/rate for that classification would not be billable on the January invoice.

## Step 6: Invoice Note

Optionally, you can add text to supplement the charging details in the Invoice Note free form text box.

County: **BROWN** Region: **NE** Year: **2020** Month: **10** Type: **S - Regular Invoice** [Go](#)

**Manage RMA Invoice**  
Created New RMA INVOICE Successfully.

Current Status: Open for Submission [Show Workflow](#)

[Submit](#) [Cancel](#) [Validate](#) [Save](#) [Back](#) [Print](#)

Assigned Role	Name	Action Performed	Date Performed	Status
Help	Job Aid: Invoice Main Screen - Month dropdown (v1)			
Help	Job Aid: Invoice Main Screen - Tips & Reminders (v1)			

County : **BROWN** Region : **Northeast** Year : **2020** Month : **10** Invoice Type : **S - Regular Invoice**

Invoice Begin Date: \* 10/01/2020 (This date is locked and if you made a mistake, please click the Cancel button to start over.)

Invoice End Date: \* 10/31/2020 (This date is locked and if you made a mistake, please click the Cancel button to start over.)

Original Total Budget: \$4,550,300.00

Revised Total Budget:

Total Expenditures To Date: (Calculation will appear when you click on Save or Submit button)

Total Expenditures Including Invoice: (Calculation will appear when you click on Save or Submit button)

Remaining Budget After Invoice: (Calculation will appear when you click on Save or Submit button)

County Invoice Number:

Invoice Note:

The grayed out fields (Original Total Budget, Revised Total Budget, Total Expenditures to Date, Total Expenditures Including Invoice and Remaining Budget After Invoice) are all calculated by MPM and are not editable fields.

## Step 7: Upload and Import Charge Detail

Use the Browse button to select the charge detail spreadsheet from your computer, then click on the Import From Excel button to load the data into the screen.

[Export to Excel](#)

Project Id *	Job Id	Activity Code *	Labor	Fringe	Small Tools	Equipment	Materials	Admin Support	Total	MPM Admin Support	MPM Total
--Select One--		--Select One--									

[+ \(Add more lines\)](#)

Upload Excel file to import: [Browse...](#) [Import From Excel](#)

Once imported, the charge detail part of the screen will look similar to this:

Home Invoice Help Log Off

### Manage RMA Invoice

County : **ADAMS**    Region : **North Central**    Year : **2018**    Month : **12**    Invoice Type : **S - Regular Invoice**

Current Status: Open for Submission  
[Save](#) [Back](#) [Print](#) [Show Workflow](#)

Assigned Role	Name	Action Performed	Date Performed

[Export to Excel](#)

Project Id *	Job Id	Activity Code *	Labor	Fringe	Small Tools	Equipment	Materials	Admin Support	Total
0001-01-01	21.0101	001 - Asphalt Spot Repair/Pothole Repair	\$397.89	\$290.30	\$21.33	\$8.66	\$332.63	\$73.70	\$1,722.44
0001-01-01	21.0101	002 - Asphalt Crack Sealing	\$19,293.24	\$14,076.35	\$1,034.46	\$8,666.15	\$549.54	\$1,949.80	\$45,569.54
0001-01-05	21.0105	021 - Gravel Shoulders	\$1,557.85	\$1,136.61	\$83.53	\$5,455.06	\$1,111.51	\$417.70	\$9,762.26
0001-01-07	21.0107	031 - Sweeping Pavement	\$79.06	\$57.68	\$4.24	\$300.58	\$0.00	\$19.74	\$461.30
0001-01-07	21.0107	032 - Miscellaneous Traffic Control	\$940.08	\$685.88	\$50.40	\$451.90	\$0.00	\$95.13	\$2,223.39
0001-01-07	21.0107	033 - Surveillance	\$337.40	\$246.17	\$18.09	\$526.37	\$0.00	\$50.42	\$1,178.45
0001-01-21	21.0121	061 - Maintain/Repair Superstructure	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$31.29	\$731.29
0001-01-21	21.0121	065 - Traffic Control for Structures/Bridge Inspections	\$344.50	\$251.35	\$18.47	\$407.42	\$0.00	\$45.67	\$1,067.41
0001-01-31	21.0131	052 - Maintain Roadside Drainage	\$0.00	\$0.00	\$0.00	\$0.00	\$114.35	\$5.11	\$119.46
0001-01-33	21.0133	042 - Litter Pickup	\$56.48	\$41.21	\$3.03	\$13.54	\$71.00	\$8.28	\$193.54
0001-01-33	21.0133	043 - Woody Vegetation	\$2,928.01	\$2,136.28	\$156.99	\$1,131.29	\$-0.01	\$283.96	\$6,636.52
0001-01-40	21.0140	096 - Compass	\$544.60	\$397.34	\$29.20	\$187.20	\$0.00	\$51.78	\$1,210.12
0001-01-41	21.0141	093 - Supervision/Engineering	\$3,547.84	\$2,588.50	\$0.00	\$648.54	\$143.44	\$309.70	\$7,238.02
0001-01-65	21.0165	086 - Permanent Sign Replacement	\$220.27	\$160.71	\$11.81	\$115.09	\$0.00	\$22.70	\$530.58
--Select One--	--Select One--		\$30,247.22	\$22,068.38	\$1,431.55	\$18,509.73	\$3,022.46	\$3,364.98	\$78,644.32

**Notes**  
 Document Name:  Document:  [Browse...](#)

Date/Time	Author	Note	Action Performed	Docs	Remove Document	Clear Note
08/27/2019 9:18:07 AM	Jon Gray		Initialized			

Note that the screen was wider than I could fit into a single display. Use the scroll bar at the bottom of the screen to move to the right or left.

**Step 8: Click on the Save button shown above (it's important to save after each import step).**

## Step 9: Upload and Import Equipment Detail

Use the Browse button to select the equipment spreadsheet from your computer, then click on the Import From Excel button to load the data into the screen.

[Export to Excel](#)

Equipment Number *	Percentage to Charge	Class Code *	Rate *	Hours	County Supervision Subtotal	State Share Total	MPM Class Code *	MPM Rate	MPM Total
--Select One--		--Select One--					--Select One--		

+ (Add more lines)

Upload Excel file to import:  [Browse...](#) [Import From Excel](#)

Once imported, the equipment detail part of your screen will look similar to this:

Export to Excel									
Equipment Number *	Percentage to Charge	Class Code *	Rate *	Hours	County Supervision Subtotal	State Share Total	MPM Class Code *	MPM Rate	MPM Total
2		101	\$15.14	5.00	\$75.70	\$75.70	101	\$15.14	\$75.70
9		120	\$0.56	200.00	\$112.00	\$112.00	120	\$0.56	\$112.00
10		101	\$15.14	100.00	\$1,514.00	\$1,514.00	101	\$15.14	\$1,514.00
30		954	\$28.66	12.00	\$343.92	\$343.92	954	\$28.66	\$343.92
113		9111	\$6.56	26.00	\$170.56	\$170.56	9111	\$6.56	\$170.56
124S		431	\$31.72	80.00	\$2,537.60	\$2,537.60	431	\$31.72	\$2,537.60
139		118	\$66.60	14.00	\$932.40	\$932.40	118	\$66.60	\$932.40
--Select One--		--Select One--		437.00	\$5,686.18	\$5,686.18	--Select One--		\$5,686.18

**Step 10: Click on the Save button shown above (it's important to save after each import step).**

## Step 11: Upload Daily Details

Give the document a name and then use the Browse button to selecting the file to upload to MPM.

**Invoice Attachment \***

Document Name:

Document:

Once uploaded, a new line will be added to upload additional files if needed:

**Invoice Attachment \***

Document Name:

Document:

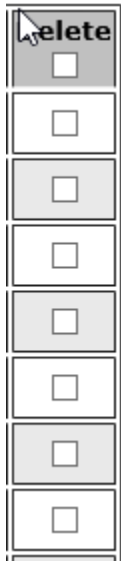
Document Name:

Document:

**Step 12: Click on the Save button shown above (it's important to save after each import step).**



### Step 13: Deleting uploaded items.



Once you have uploaded and saved the three parts of the invoice, you have options to delete any or all the uploaded items.

For line items, the far right side of the grid will show check boxes. Individual lines can be removed by clicking in the check box corresponding to that line.

All lines can be removed by selecting the check box in the cell that says “Delete” at the top.

Attached files will have individual check boxes (no delete all option).

Invoice Attachment *			
Document Name: <input type="text"/>		Document: <input type="text"/>	<input type="button" value="Browse..."/>
Date/Time	Author	Document Name	Delete Document
08/30/2019 11:27:10 AM	Rachael Lohr	<a href="#">Test</a>	<input type="checkbox"/>

Once you have selected the items you want deleted, click on the Save link. The items will be removed and the remaining items become the saved invoice.

### Step 14: Notes

There are two ways to attach notes. You can either upload documents (like a Word file or Excel spreadsheet) or type directly into a text box. The upload for Notes documents works just like the invoice attachment upload:

Notes	
Document Name: <input type="text"/>	Document: <input type="text"/> <input type="button" value="Browse..."/>
<div>I</div>	

## Step 15: Screen Controls

There are several buttons at the top right of the screen that affect the classification request:



- Submit – This submits the change request for approval from a user with the County Approver role. Invoices that have validation issues can't be submitted.
- Validate – This applies validation rules and warns you of any errors or omissions.
- Save – This saves the classification request to the database. You could come back later, continue working or submit the request for approval.
- Back – This takes you to the screen you were on previously. Be sure to click the save button before using the Back button to make sure your work is saved.
- Print – This prints a copy of the screen you are on.

## Common problems (and how to fix them):

- Equipment not classified (Submit a classification request with the Bureau of Highway Maintenance)
- Equipment rates don't match what's in MPM (change your accounting system to the rate published by the Bureau of Highway Maintenance)
- Equipment detail total not matching the equipment summary total (verify that you have included the same project IDs in both of the spreadsheets you generated from your accounting software; if needed, delete the MPM data, regenerate from your accounting software and upload again).